Michigan Taxes
Department of Treasury

MICHIGAN.GOV
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Official
Website

Michigan Treasury Online Quick Guide:
Adding Michigan Treasury Online (MTO) to One Stop

Once a user is logged in to Michigan Business One Stop, the Michigan Treasury Online (MTO) link must be added to the One Stop profile. This process is necessary for businesses to perform any transactions with the Department of Treasury.

Step 1	Go to http://www.michigan.gov/business and log in with your Login ID and password
Step 2	Click the **Go** button under *For Businesses*
Step 3	Select one of the 3 options: • **If you have not yet registered your business with the State of Michigan:** Select the radio button *Start a New Business.* The instructions for this option are <u>not</u> available on this guide. • **If you are the primary owner of the account:** Select the radio button *Add My Existing Business.* • **If you are assigned as a delegate:** Select the radio button *Add a Business that has been delegated to me (requires PIN).*
Step 4	Click the **Next** button
Step 5	Depending on the option you selected in Step 3, you will be asked to fill in questions on the following tabs: ➢ Describe your Business ➢ Legal Agreement ➢ Identify your Business ➢ Complete Business Profile ➢ Finish
Step 6	After filling out all of the information in the tabs, click the **Finish** button on the last tab. You will be routed to the *My Workspace* tab on the One Stop Home Page for your business
Step 7	Click the **Add a Task** button
Step 8	Type "treasury" into the Search box
Step 9	Select the *Michigan Treasury Online – Business Tax Service* checkbox and click the **Add** button
Step 10	Click the link for Michigan Treasury Online
Step 11	• **If you are the primary owner of the account:** Enter the Access Code provided to you in a letter from the Michigan Department of Treasury and click **Submit.** • **If you are assigned as a delegate:** Click the link *Request a New Access Code*. Your code will arrive in the mail within 7-10 days. Upon receipt, continue to Step 12.
Step 12	Provide additional user information and click the **Submit** button The information submitted on this screen is your e-signature and may be used for internal audit purposes. By providing your e-signature information you are stating that you are an authorized user of this tax account.

You have now added Michigan Treasury Online (MTO) to your One Stop profile. Log in to One Stop and click on the "My Workspaces" link next to your business name to access MTO in the future. From MTO, you can update your registration, register for taxes, discontinue your business, and interact with the Department of Treasury.